

Arts & Events Division Chief



Job Code: 3555
Grade: 134
Reports to: Director of Parks, Recreation & Culture
Salary Range: \$66,610 - \$103,762
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs administrative and supervisory work of a difficult and responsible nature in planning, coordinating, and supervising varied community arts and special events programming; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work assignments that require the exercise of initiative and independent judgment in organizing and supervising specialized activities. Primary duties include developing and administering budgets; establishing performance measures; monitoring the collection of attendance, revenues, expenditures, supplies, and payroll within the program; developing/implementing outreach curriculum projects, center programs, workshops, monitoring program activities and implementing corrective measures, as well as planning/coordinating events. Work is performed under general supervision and is reviewed through meetings, reports submitted, and evaluation of results obtained. Employee may be required to work evenings, weekends, and holidays.

ESSENTIAL FUNCTIONS

Planning, directing, coordinating, and supervising a variety of City and community special events and festivals programs, services, and staff; handling personnel and public information matters; overseeing the preparation and maintenance of schedules, contracts, reports, records, and files.

EXAMPLES OF WORK

- Plans, recommends, promotes and manages a comprehensive program of City and community special events and festivals.
- Maintains and encourages liaison and involvement with community groups, individuals, news media, sponsors, City departments and personnel, and others to develop active partnerships for the conception, formation, and presentation of special events.
- Meets and/or confers with sponsors and partners to develop special events that will be successful and mutually beneficial for the sponsoring agents and for the citizens and City.
- Researches, plans, develops, administers, and fosters the expansion and growth of special events and programs effectively and efficiently within constraints of available fiscal and physical resources.
- Coordinates and supervises City personnel, volunteers, and other support staff in the production of special events including festivals, parades, and concerts.
- Prepares, negotiates and implements contracts with vendors, entertainers, and other service providers used during special events.
- Assists in planning and administration of the event program budget.
- Processes administrative details, prepares reports, and maintains records associated with special events.
- Develops innovative programming; promotes programs through news releases, flyers, and personal interviews.
- Responds to citizen suggestions and inquiries for program improvements.

- Observes programs in progress and inspects equipment for compliance to program and safety standards.
- Oversees professional and career development of career professionals.
- Acts as resource person to community and civic groups.
- Acts as representative of the Recreation Department at meetings or conferences.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles, rules, techniques, materials, and equipment required for a variety of special events and activities.
- Thorough knowledge of the philosophy and objectives of public relations.
- Ability to instruct participants and adhere to program standards and objectives of public and special events.
- Thorough knowledge of public relations and media techniques.
- Ability to meet and deal tactfully with the public.
- Ability to establish and maintain effective working relationships with associates and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Physical Education, or related field. Five (5) to seven (7) years of progressively responsible experience in organized community and cultural arts and events programming, the majority of which shall include supervisory experience; or any equivalent combination of education, training, and experience.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires standing, walking, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- CPR and First Aid certification.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Arts & Events Division Chief position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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